

Job Opportunity Bulletin

Post Date: NOVEMBER 3, 2016

STAFF SERVICES MANAGER II

Salary Ranges: \$6,005 - \$7,462
Permanent, Full-Time

FINAL FILING DATE: UNTIL FILLED

Position is pending approval

JOIN THE DDS TEAM!

For information about the
**DEPARTMENT OF
DEVELOPMENTAL SERVICES**

Please visit our website at
www.dds.ca.gov

Please refer to:
Position #: **473-471-4801-101**

Mail your application to:

Dept. of Developmental Services
1600 Ninth Street, MS-Q
Sacramento, CA 95814
Attention: Claudia Lutz

All applications will be
screened and only the most
qualified will be interviewed.

CONTACT INFORMATION

Name: Claudia Lutz
Number: (916) 322-7784
Email: claudia.lutz@dds.ca.gov

The SSM II provides technical expertise required to assure consistent implementation of the Title 17 regulations governing vendorization and rate-setting for non-residential service providers; and to hear appeals for all vendorization and rate disputes from the non-residential service provider community. The SSM II directs the implementation of rate actions established through statute, regulation, or policy. This infrastructure of vendorization, rate-setting and regulatory compliance is necessary to ensure compliance with requirements to maintain federal funds participation through the Home and Community-Based Services Waiver.

For complete duties, please see the duty statement on the following page.

DESIRABLE QUALIFICATIONS:

- ❖ Excellent oral and written communication and interpersonal skills.
- ❖ Demonstrate the ability to work in a fast-paced environment and to organize/prioritize workload to meet demands.

ADDITIONAL INFORMATION:

This position is located in DDS' Headquarters office in downtown Sacramento. Our office is conveniently located near public transportation, parks, restaurants, and farmer's markets.

If you are ready to be a part of our DDS team, please submit an original signed State application (STD. 678) by the final filing date. All applicants will be considered; however, Reemployment/SROA/Surplus candidates will be given priority. Please include on your application the **position #473-471-4801-101** and the **basis of your eligibility** (list eligibility or transfers must meet the minimum qualifications (MQs) of this classification.

If you are using list eligibility from an on-line exam to qualify for this position, you **must** include with your application any documentation (i.e., copy of transcript, degree, license, etc.) to verify meeting the MQs. The MQs will be verified prior to interview and/or appointment. If it is determined that an applicant does not meet the MQs of the classification, the applicant will not be considered and may be withheld from the eligible list.



"Building Partnerships, Supporting Choices"

DEPARTMENT OF DEVELOPMENTAL SERVICES

1600 9th Street, MS-Q
Sacramento, CA 95814

**COMMUNITY SERVICES DIVISION
OFFICE OF FEDERAL PROGRAMS AND FISCAL SUPPORT
FEDERAL OPERATIONS BRANCH
RATES & FISCAL SUPPORT SECTION**

DUTY STATEMENT

JOB TITLE: Staff Services Manager II

POSITION #: 473-471-4801-101

POSITION DESCRIPTION: This position is the Chief of the Rates and Fiscal Support Section supervised by the Manager, Program Operations Branch. The incumbent must provide technical expertise required to assure consistent implementation of the Title 17 regulations governing vendorization and rate-setting for non-residential service providers; and hear appeals for all vendorization and rate disputes from the non-residential service provider community. The position also directs the implementation of rate actions established through statute, regulation, or policy. The position oversees fiscal support functions such as developing budget assumptions and program research and analysis.

SUPERVISION EXERCISED: Supervises and manages two Staff Services Manager I's and technical and analytical staff.

SUPERVISION RECEIVED: Reports to and is under general direction of the Manager, Program Operations Branch (Staff Services Manager III).

EXAMPLES OF DUTIES:

Essential Job Functions:

- 30% Supervise the work and activities of section staff and provide the technical assistance necessary to complete the more complex rate and vendorization analyses and appeals determinations. Oversee and train analysts in the appropriate application of vendorization and non-residential rate-setting regulations and the use of the automated rate determination system.
- 25% Supervise the work and activities of section staff and provide the assistance necessary to complete budget assumptions and development, analytical research and analysis related to compliance with federal and State rules, regulations and requirements related to rates and vendorization.
- 15% Develop/maintain rate and vendorization appeals regulations and establish internal policies and procedures for implementation of the regulations. Provide technical assistance and clarification to regional center staff and providers regarding implementation of the vendorization and non-residential rate-setting regulations on the most complex vendorization matters.

- 15% Review and approve completed rate determinations and rate correspondence to regional centers and providers. Evaluate and prepare responses to the most complex and sensitive rate and vendorization appeals issues. Review or prepare completed rate appeals.
- 15% Represent the Department as the “technical expert” on rates and vendorization for contacts made by other Departments, legislative staff, community provider organizations, and advocacy groups.

WORKING CONDITIONS: Work is performed in an open-spaced, partitioned cubicle located in a climate-controlled office under artificial lighting, exposure to computer screens and other basic office equipment. Office space may be noisy with telephone and meetings held simultaneously in a high-pressure fast-paced environment, under time critical deadlines. Many job functions are performed while working on a personal computer approximately 60% of total office time. Requires sitting for extended periods of time while reviewing and/or preparing documents.

DESIRABLE QUALIFICATIONS:

The Lanterman Act and developmental services system; applicable state and federal laws, policies, and regulations; principles, practices, and trends of public and business administration, including management and supportive staff services; principles and practices of employee supervision; formal and informal aspects of the legislative process; the administration and department's goals and policies; and governmental function at the state and local level.

Reason logically and creatively and use a variety of analytical techniques to resolve complex governmental and managerial issues; develop and evaluate alternatives; analyze data and present ideas and information effectively both orally and in writing; consult with and advise administrators or other interested parties on a variety of subject-matter areas; develop and maintain the cooperative and harmonious relationships with department, regional center administrators, peers, the public, and others; analyze situations accurately and take effective action; establish and maintain project priorities; reason logically and creatively; and establish and maintain project priorities.

CERTIFICATION OR LICENSE: None.